

Local Government Financial Transaction Report

Electronic Reporting Program

Installation Instructions



California State Controller's Office

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Installation Instructions

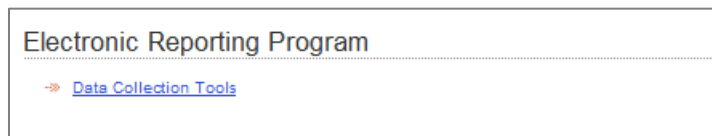
The State Controller's Office (SCO) is pleased to present the Financial Information Reporting Data Collection Tool for the fiscal year 2013-14. The following instructions provide guidance on installing the data collection tools.

Note:

- 1) If the computer does not have Microsoft Access installed, the installation program will prompt the user to install a free runtime only version of Microsoft Access 2010 included in the package.
- 2) Although the installation process allows for installation of the program to a folder of your choosing (including a network folder), we strongly recommend installing the program the default folder. Refer to the installation instructions below before starting the installation process.
- 3) Close all open applications before beginning the installation process.
- 4) Follow the installation instructions steps in this order:
 - o Website Download
 - o Unzipping the downloaded file
 - o Tools installation - Desktop or Network

I. Website File Download

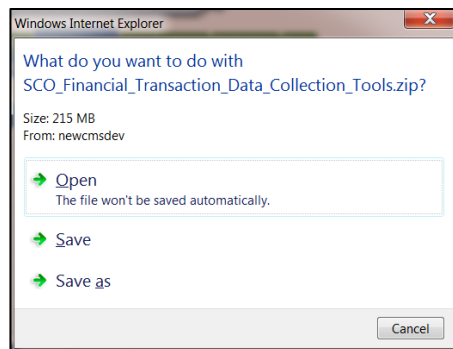
- 1) To download the electronic reporting program, go to the website link provided in the alert package. Under **Electronic Reporting Program**, click on **Data Collection Tools**.



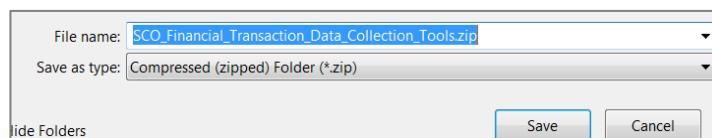
- 2) Click **SCO 2013-14 FTR Data Collection Tools**.



- 3) Click **Save as**

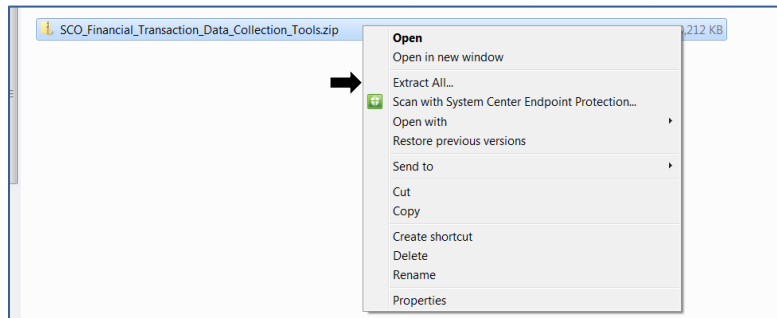


- 4) Save the file in My Documents or your PC Desktop

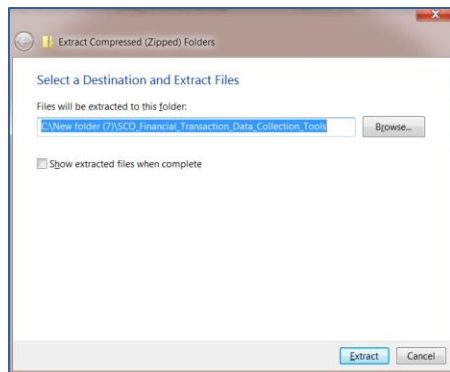


II. Unzipping the Downloaded File

- 1) Right Click on the downloaded zip file then click **Extract All...**

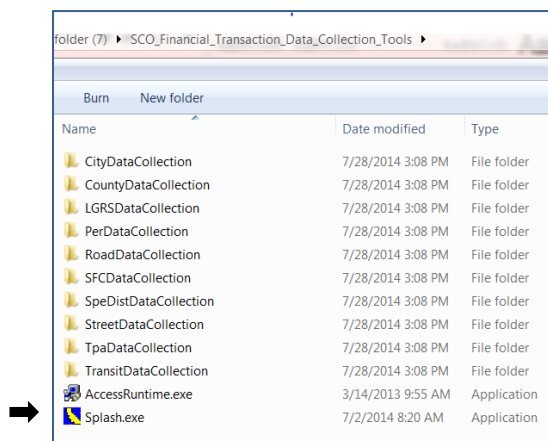


- 2) Click **Extract**
(This will extract files from the zip file to a folder named **SCO_Financial_Transaction_Data_Collection_Tools**)



III. Tools Installation – Desktop

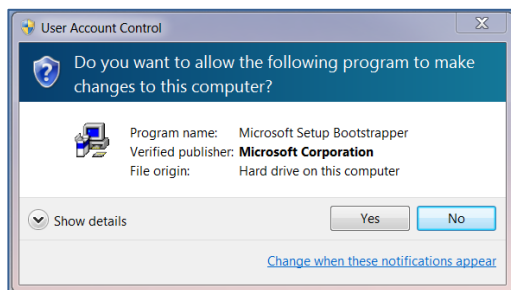
- 1) Double-click the extracted folder named **SCO_Financial_Transaction_Data_Collection_Tools**
- 2) Double-Click **Splash.exe** to launch the splash installation screen



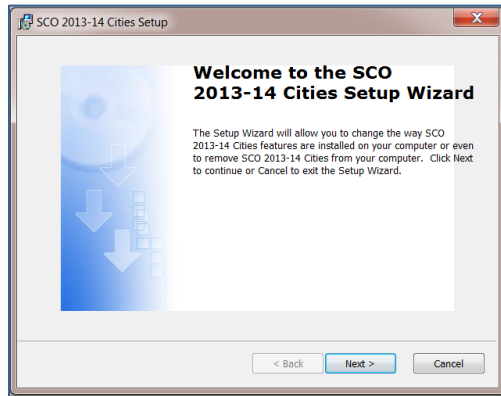
- 3) If the PC has **Microsoft Access 2010** installed, **Go To Step 4**
If the PC has **does not** have **Microsoft Access 2010** installed, **Go To Step 12**
- 4) Click on the appropriate link to install the desired tool.
Follow all on-screen instructions, and accept all default options. We strongly recommend installing to the default folder. However, the path for the installation may be changed if necessary. Do so by selecting the custom option, and entering the preferred location during the installation process. The example below is based on installation of Cities Financial Transaction Report tool.



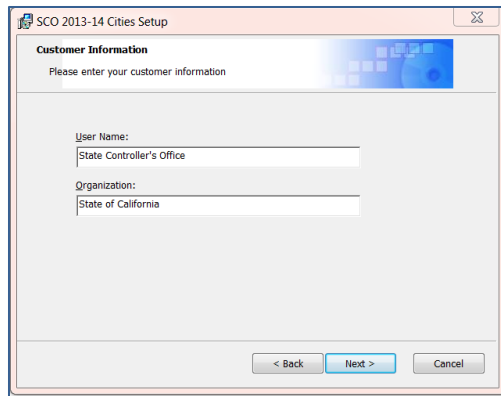
- 5) Click **Yes**



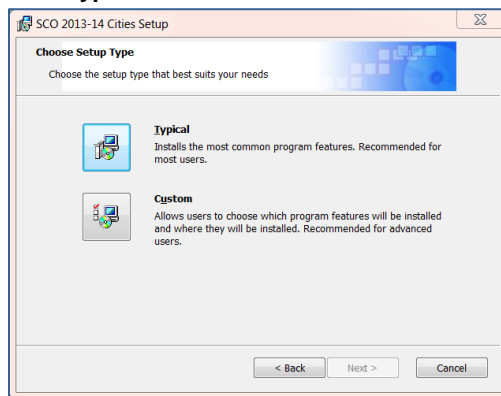
6) Click **Next**



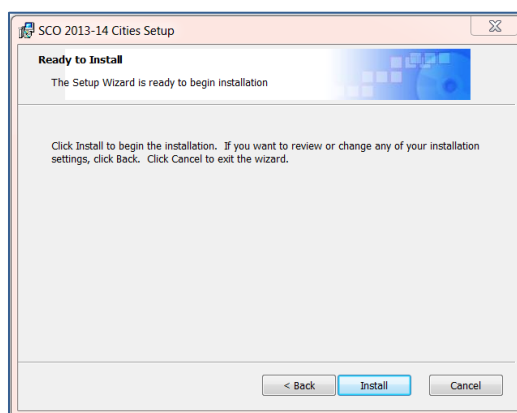
7) Click **Next**



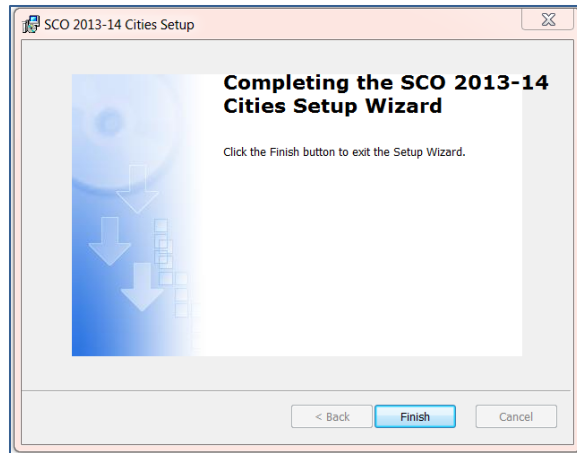
8) Click **Typical**



9) Click **Install**



10) Click **Finish**



- 11) The program can be opened from the **shortcut icon** located on your desktop. From the Log On screen, select your Entity Name from the drop-down list, and enter the ID Number as your Password. **Your entity Name and Password are included in the alert letter.**



e.g:

- 12) If you do not have **MS Access 2010** installed on your PC, the installation program will prompt the user to install a free runtime only version of Microsoft Access 2010 included in this zip package. Follow **steps 13 to 17**.

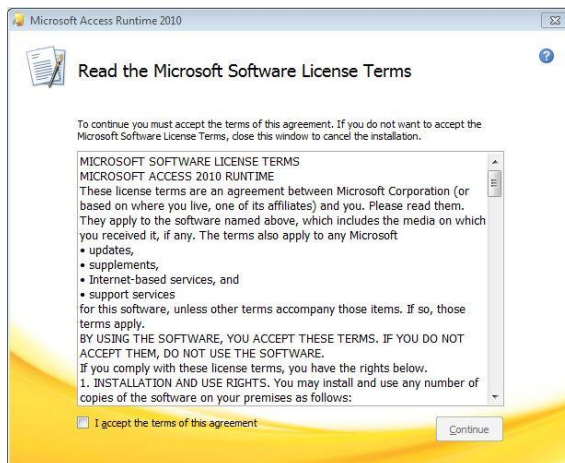
13) Click **Install Runtime Version of Access 2010**



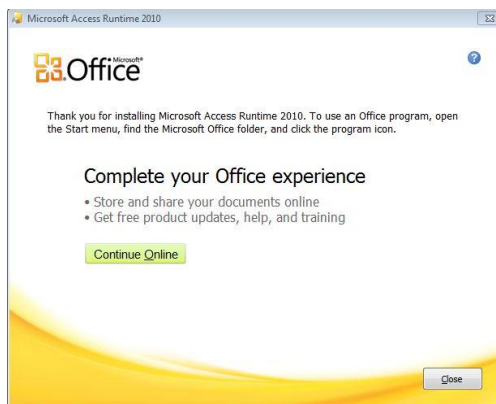
- 14) Click **Ok**
This is a reminder to restart your PC after installation.



- 15) Read and check the “**terms of the agreement**” box and click **continue**



- 16) Click **Close**



- 17) Restart PC and follow **steps 4 to 11** to install the tools

IV. Tools Installation - Network

Please note the following points before considering or attempting a network installation:

- This program is a single-user tool only, and will not function as a multi-user program. Therefore, if a network installation is performed in a single folder location, only one individual will be able to access the program at a time.

If you chose to install the Data Collection Tools in a directory other than the default, you may be presented with multiple Microsoft Security Warning screens. To continue to use the Data Collection Tool you must click “OK” or “Open” to accept the warnings.

- Each time the program is installed the data file that contains and stores the data is overwritten. If the intention is to enable multiple staff to access and contribute to the same entity's data file, all installations must be performed in the exact same folder structure before any work is done. If data is entered for a reporting entity, and an additional network installation is done in that same folder, the data will be lost.
- Depending upon your specific needs, two methods exist for network installations:
 1. If you have multiple staff assigned to complete separate reports, the program can be installed to the network from as many desktops as needed but must be installed in separate LAN folders for each individual installation. Under this option, each individual staff will see data for reports they are working on only. Additionally, all staff will be able to use the program simultaneously, as each program data file is unique to that staff.
 2. If multiple staff contributes to a single report, the program should be installed in the same LAN folder from each desktop. Under this option, only one staff person can access the data file at a time. However, each staff member will be able to add or contribute to the same data file as the previous. **CAUTION:** Uninstalling the program from any PC where this method was used will remove the program and data file for ALL staff, not just the single staff member.

To install on a network:

1. Close all open applications before beginning the installation process.
2. Follow **Step 4 to Step 11 (except for Step 8)**. On **Step 8**, click **custom** and point to the exact LAN location where the program is to be installed. If necessary, the installation process will create a new folder if none exists by that name. If method 2 above is desired, make sure that each desktop installation points to this exact same location. If method 1 above is desired, make sure that each desktop installation is unique.

V. Filing the Electronic Report

Filing the Electronic Report

The output data file may be submitted electronically via the file transfer protocol (FTP) process. Locate the output data file in the C:\SCO (or other folder if modified) folder using Windows Explorer. The file will begin with the report year, will include your agency's 11-digit identification number, and will have an "ACCDB" extension. FTP instructions file is available on the website link provided in the alert letter.

Alternatively, copy the output data file to a compact disc and mail it with the cover page signed by the Administrator or other agency officer.

Once the report is submitted, a copy of the cover page form signed by the Administrator or other agency officer **MUST BE MAILED** to the State Controller's Office to complete the reporting requirements.

Mail to: State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Paper Reporting Instructions

For entities preparing a paper report, reporting forms and instructions are available on the State Controller's website at:

http://www.sco.ca.gov/ard_local_reporting_forms.html

Contact Information

For questions regarding these instructions, please refer to the contact information in the alert letter or call us at (916) 327-1017 or (916) 322-9672.